



USAID
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DOMINICAN REPUBLIC

USAID VACANT Position # NCA-035

OPEN TO: All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)

POSITION: SECRETARY, FSN-07

OPENING DATE: December 19, 2013

CLOSING DATE: January 03rd, 2014

WORK HOURS: Full time 40 hours/week

SALARY RD\$455,966.00 (Starting salary depends of salary history)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the position of Secretary in the Program Office.

Basic Functions of Position:

The Secretary/Administrative Assistant will provide office management support (secretarial, clerical and administrative) to the US Direct Supervisory Program Officer and Foreign Service National staff in the Program Office, a unit which serves as staff to the Mission Director and Deputy Director and which supports the Mission's three Development Objective teams in strategic planning, project design, performance management and reporting, and communications.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 809-731- 4288.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School and at least two years Secretarial or Administrative course (with a certificate of completion).
2. Three to five years of progressively responsible Secretarial, Administrative Assistant, or substantive clerical experience is required. At least two years of this work experience with the Government of the Dominican Republic, a local/international NGO, or other multilateral/bilateral organization is required.
3. English -- Level IV (fluent). Preparation and/or translation of routine correspondence with high-level government counterparts, as well as of more technical documents, is required. The Assistant should be able to prepare correspondence and standardized reports, and to communicate in an effective manner with English speaking staff members.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

4. Must possess basic administrative, secretarial and management skills; maintain a working knowledge of various office machines and computer systems, Microsoft Office and other word processing software. The Assistant must be tactful, possess good judgment, and be able to work independently to take initiative, prioritize and organize tasks to meet deadlines. The Assistant must possess strong interpersonal and communications skills

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information require in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), **and**
2. A current resume or curriculum vitae, **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet;
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Office of Human Resources
Attention: Sofia Dominguez
e-mail: santodomingoresume@state.gov

POINT OF CONTACT

Sofia Dominguez
Telephone: 809-731-4288
Fax: 809-731-4372

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
January 03, 2014**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.